



Appeals to City Council Form

Administering Department: Planning Department
1500 Warburton Avenue, Santa Clara, CA 95050
tel: (408) 615-2450 • fax: (408) 241 3823

Instructions

Use this form to appeal a decision of the Planning Commission or to appeal a decision of the Architectural Committee.

Please print, complete, and sign this form before mailing or delivering to the City Planning Department, along with the fee payment (see below), and supporting documentation, letters, etc. (if any).

All appeals must be filed in the Planning Department within seven calendar days of the action being appealed.

Appeals are made to the City Council, and will be placed on the subsequent City Council Agenda to set a hearing date. Contact the Planning Department at the number listed above to confirm the process.

Appellant Declaration

In accordance with the provisions of the Municipal Code of the City of Santa Clara, State of California, I hereby appeal the following action of the (enter name of acting body below):

on (enter application name):

Date: _____

Name (last - first - middle): _____

Street Address: _____

City, State, Zip Code: _____

Home phone number: _____

Work phone number: _____

FAX phone number: _____

E-mail address: _____

Appellant Statement
(If more space is required, attach a separate sheet of paper.)

Action being appealed:

Reason for Appeal:

Property Description

Owner of Record (last - first - middle): _____

Address of property: _____

Assessor's Parcel Number: _____

Lot(s): _____

Block: _____

Tract: _____

Appeal Fees

Appeal of Administrative of Architectural Committee or Planning Commission decisions - \$100.00

Fee Payment

Fee payment must be received by the City of Santa Clara before this form submittal can be certified as complete. Checks or money orders should be made payable to City of Santa Clara and mailed or delivered to Planning Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050. In addition, appeal fees may be paid with VISA, MasterCard, American Express, at the Permit Center.

Certification of Authenticity

Beware, you are subject to prosecution if you unlawfully submit this form. **under penalty of law**, transmission of this form to the City of Santa Clara is your certification that you are authorized to submit it and that the information presented is authentic.

Signature of Applicant

Date Signed